

20 May 1953

MEMORANDUM FOR: Secretary Incentive Awards Committee

THRU: Personnel Director

SUBJECT: Step Increase for Superior Accomplishment - []

25X1 REFERENCE: R [] dated 21 April 1953

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1. It is recommended that a salary increase of one step for sustained work performance of a high degree of efficiency be granted [], Custodian, CPC-5, [] Foreign Broadcast Information Service.

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2. [] entered on duty 12 June 1951 and was assigned the normal duties of a custodian. His entrance on duty brought an immediate and marked improvement in the appearance of the buildings and grounds at the [] far beyond that which could normally have been expected with the addition of one full-time custodian to the staff. He has set standards which produced improvements in every element of custodial responsibility and which have served as incentives to the other custodial personnel at the []

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3. He has suggested the performance of several plant maintenance functions by himself which were formerly performed by the [] Engineering Staff. These were the inspection and maintenance of the several sump pumps and the deep well pump; the inspection and cleaning of the [] ventilating system and circulation blower; the checking and maintenance of the three [] vehicles. It is estimated that [] performance of these duties frees higher-graded personnel ten hours monthly to do more technical work. He has volunteered to perform repairs to the Operations Building roof and being an experienced construction worker has made such repairs very satisfactorily. As this negates the need for GSA to do repair work of this nature, an estimated \$100 is saved annually.

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4. In an occupation almost without incentive to excel, [] has shown outstanding initiative and ambition. He has made a noteworthy contribution to the operations of the [] through his untiring efforts and unselfish devotion to duty.

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[]
Assistant Director for Operations

C O P Y